



City of Milpitas

Cultural Arts Support Program Grant Applications 2006-2007

Individual



2006-2007 Cultural Arts Support Program (CASP) Grant Application

Through this grant program we hope to increase and deepen participation and access to arts and cultural activities for the Milpitas community. We also hope to encourage coalitions and collaborations between artists, arts organizations, and other sectors to infuse the entire community with arts activities. CASP grants (up to \$2,000) are designed to underwrite arts activities, projects, or performances in the Milpitas community. Any organization, neighborhood group, or artist in the Bay Area may apply, but the activity must take place in the City of Milpitas, and be open to the public. This is a competitive grant program.

CASP grants will seek to accomplish the following goals as listed in the Milpitas Cultural Arts Implementation Plan:

- Foster Awareness of the Rich Diversity in the Community
- Provide Educational Opportunities in the Arts and Culture
- Promote Artistic Expression Throughout the Community
- Increase Cultural Participation
- Acquire Public Art

These objectives will help generate awareness, acceptance, and enthusiasm for the importance of arts & culture in the Milpitas community. This will translate into financial support, attendance, and pride of the culture and art in our community.

The Cultural Arts Support Program Funding Criteria

The Cultural Arts Support Program will fund:

- **Production costs:**
Costumes, sets, lighting equipment, sound equipment, easels, paint, paintbrushes, framing costs, paper, canvas, musical instruments, musical equipment, music, and other production costs as related to the specific costs of the project being undertaken as specified in the grant proposal.
- **Marketing costs:**
Posters, flyers, paid advertisements on radio, television, or newspapers, and promotional banners.
- **Rental fees:**
For performance or exhibition space only.
- **Artistic Personnel:**
Choreographers, directors, musical directors, guest performers, artists, authors, dancers, actors, and musicians. “Artistic Personnel” is defined as “Those involved with the creative and artistic elements of the project being undertaken.”

The Cultural Arts Support Program will **not** fund:

- Administrative personnel, including clerical staff, producers, management, and grant writers.
- Arts education programs, in-school projects or those projects designed specifically for students.
- Overhead or administrative costs other than the marketing costs mentioned above.
- Refreshments for receptions or any items not specifically related to the project being undertaken as specified in the grant proposal.
- Rental fees for rehearsal space, office space, or any other space related to pre-project preparation.
- Costs not specified above.

Cultural Arts Support Program Grant Cycle and Deadlines

Pre-screening:

April 7, 2006 5:00pm

Applications will be returned with suggestions and comments five (5) business days after they are received.

Application Deadline:

May 19, 2006 5:00pm

NO late applications will be accepted.

Applicant Review:

June 26, 2006 7:00pm

Arts Commission Meeting

Milpitas City Hall Committee Conference Room, 455 E. Calaveras Blvd.

Program Dates:

Must take place between November 1, 2006 and October 31, 2007 and cannot conflict with other CASP or City-Sponsored events.

Reports:

All grantees are required to submit interim and final reports on the project based on the information presented in the proposal and specific CASP requirements.

If a complete Final Budget Statement is not received 30 days after the due date, (a total of 90 days after the event/activity), applicant(s) will be required to reimburse the City for the full amount of funding and will not be eligible to apply for the following funding cycle.

Mail or deliver your grant application to:

Community Enrichment Coordinator: CASP

Milpitas Community Center

457 E. Calaveras Blvd.

Milpitas, CA 95035

Questions:

Renee Lorentzen, Community Enrichment Coordinator

(408) 586-3286

Rlorentzen@ci.milpitas.ca.gov

Cultural Arts Support Program

Application Requirements

Submit twelve (12) Grant Application Packets with the below information included. Only one (1) copy of your Supporting Materials is required.

Cover Sheet

- Complete the provided Cover Sheet.
The Coversheet will provide the Commission with preliminary knowledge of you and your proposed project. Your requests for available In-Kind services are located on the coversheet. Please mark all that apply, as you will be held to your original requests upon Grant approval.

Project Outline

- Submit a Project Narrative that is no more than eight pages, double-spaced, 12 pt. Font.
- Answer the questions stated in the Project Outline portion of the Grant Application, clearly and with as much detail as space will allow on a separate piece of paper.
- Answer each question by re-typing the question.
Please be as detailed and specific as possible when drafting your project narrative. The Commission will need to retrieve all necessary information and have all their questions answered from your written proposal.

Budget Worksheet

- Complete the provided Budget Worksheet.
- Complete the Budget Line Item Worksheet if applicable.
The Budget Worksheet and Line Item Form are important components to your Grant application. How you are planning on funding your proposed project, in addition to the City of Milpitas CASP Grant; income, other grants, ticket sales, concession sales*, etc.

Supporting Materials

- Three (3) forms of supporting materials must be submitted with your application.
- One of your three (3) Supporting Materials must be a Video/DVD, Audio or pictures (visual arts projects only).
- Programs, brochures, flyers, newspaper or magazine articles are acceptable forms of Supporting Materials.
- **Materials submitted will not be returned.**

* A business license must be obtained to sell concessions as stated and defined in the City of Milpitas' Facility Rules and Regulations Packet.

CULTURAL ARTS SUPPORT PROGRAM

APPLICATION - Individual

Proposal Narrative

Please answer the following questions clearly and concisely in the order provided. Please begin each answer by retyping the question.

1. Cover Sheet

Complete the provided Cover Sheet for your grant application

2. Project Outline

1. Describe your background as an artist; provide an updated resume.
2. Describe your proposed project/activity in detail; including what the grant will be used for specifically, the season and venue in which you wish to hold your project/activity.
3. Please list and describe the artistic personnel who will be working on this project: their training and experience.
4. How will this project/activity benefit the Milpitas Community?
5. How will you market your project/activity to the Milpitas Community; include how you will outreach to demographics specific to Milpitas? Please provide a timeline of promotions.
6. What was the outcome of previous City of Milpitas CASP Grant funded projects, if applicable? If you have never received funding from CASP, describe a project you facilitated and its outcome.
7. Describe the role of artistic personnel and/or volunteers in your project; include their profession and city of residence if available. If your project requires volunteers, please describe how they will be recruited.
8. List your attachments/supporting materials; provide a short introduction to your VHS, DVD or Audio Cassette.

3. Budget Worksheet

Complete the provided Budget Worksheet for your grant application.

4. Supporting Materials

1. Three pieces of supporting material (brochures, newsletters, press releases, videos, etc.). One piece of supporting material must be a Video, DVD or Audio Cassette or in the case of a visual arts proposal, pictures.
2. If you will be presenting an activity at a non-City site, provide a letter from the Facility Manager or principal approving the use of that facility on a specified date at an agreed upon time, and that the general public is welcome to attend.

City of Milpitas
2006-2007 Cultural Arts Support Program

Application Cover Page - Individual

Artist Name: _____ Area of focus: _____

Mailing Address: _____ City: _____ Zip Code: _____

Phone: _____ Email: _____ Fax: _____

Project Title: _____ Pre-Determined Venue: _____

New Project: _____ Existing Project: _____

Grant Request Amount: \$_____ Total Project Budget: \$_____

In-Kind Services Request (Mark those that you would like incorporated into your grant request):

_____ Performance Space

_____ Marketing

_____ Printing Services

Artist History (brief artist biography): _____

Project Summary (Max 35 words): _____

Budget Line Item Worksheet

In the space provided, please indicate any Budget expenses or income that needs further explanation.

<u>Item Description</u>	<u>\$ -/+</u>	<u>Explanation</u>
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Explanation of any large expense item:

Explanation of any large Project Overhead:

Cultural Arts Support Program Budget Worksheet

Fiscal History

This is fiscal history for an:

_____ Organization

_____ Independent Artist/Project

	2004-2005 Actual	2005-2006 Budgeted	2005-2006 Projected
<u>Revenues</u>			
Earned			
Contributed			
Total Revenues	\$	\$	\$
<u>Expenses</u>			
Artistic			
Administrative			
Total Expenses	\$	\$	\$
Surplus/Deficit	\$	\$	\$

Project Budget (Projected)

<u>Earned Revenue</u>		<u>Artistic Expenses</u>	
Admission/Tickets	\$	Artistic Salaries	\$
Product Sales	\$	Other	\$
Business License	\$ -	Other	\$
Student Fees/Tuition	\$	<i>Sub-total Artistic</i>	\$
<i>Sub-Total Earned</i>	\$		
<u>Contributed Revenue</u>		<u>Production Expenses</u>	
Federal Grants	\$	Marketing/Promotions	\$
State Grants	\$	Rent (Performance Space)	\$
Local Government	\$	Rent (Lighting/Sound)	\$
Private Industry	\$	Other	\$
In-Kind	\$	Other	\$
Other	\$	<i>Sub-total Production</i>	\$
<i>Sub-total Contributed</i>	\$		
Total Revenues	\$	Total Expenses	\$